

WASHINGTON MILITARY DEPARTMENT

"Citizens Serving Citizens With Pride & Tradition"

SAFETY PROGRAM MANAGER (Safety Officer 3)

OPENS: August 1, 2007
CLOSES: August 15, 2007
LOCATION: Camp Murray, Tacoma (Lakewood), WA
SALARY: \$ 3,744 - \$5,699 per month, depending on qualifications

There is one opening with the Washington Military Department at [Camp Murray](#).

POSITION OBJECTIVE

Under the general supervision of the Deputy Director, is the designated Safety Program Manager and senior level safety specialist for the Washington Military Department. This position works with both federal and state programs to integrate the requirements of complex regulations while fully addressing the operational and organizational needs of the department.

KEY RESPONSIBILITIES

- Transitions the newly designed safety program to a fully operational and comprehensive safety and occupational health management program.
- Manages, monitors, evaluates and modifies the organizational safety program for the Washington State Military Department to ensure the program is both effective and comprehensive.
- Provides leadership in assessing that the Department's exposure to safety issues, resolves complex safety problems, recommends appropriate courses of action to mitigate risk, and administers safety training and awareness programs.
- Reviews and updates plans, policies and programs required for compliance with the Occupational Safety and Health Act (OSHA) and the Washington Industrial Safety and Health Act (WISHA).
- Develops, updates, and provides safety and occupational health training and maintains training logs.
- Conducts Safety Program audits and develops and monitors corrective action plans.
- Develops monthly safety bulletins / posters for staff.
- Reviews and updates the Department's Safety Program Manual.
- Monitors local safety self inspection programs.
- Assists the Department's safety counsel.

AGENCY OVERVIEW

The Washington Military Department has four main operational divisions: Army National Guard, Air National Guard, Emergency Management and Joint Services. These divisions utilize state and federal resources to perform homeland defense, homeland security, and emergency mitigation, preparedness, response and recovery activities. The Department has a strong culture of service. Our mission is to protect the citizens of Washington, their property and the environment on a twenty-four hour a day basis and to provide trained military units in support of civil authorities for domestic emergencies and in support of federal combatant commanders for national defense and homeland security missions.

CONDITIONS OF EMPLOYMENT

- This position requires work in the field, indoor / outdoor environments and throughout building structures. The work is subject to a full range of potential hazards including electrical, mechanical, chemical, fall and noise.
- The working hours are Monday through Friday, 8am-5pm, with a one-hour meal period. Must be willing to maintain a flexible work schedule to correspond with the various project commitments, this may include adjusting the normal work schedule or working long hours, as appropriate, to meet the work unit's mission and objectives.
- This position requires occasional statewide and more frequent local travel. Agency vehicles are available upon request for travel.

REQUIRED QUALIFICATIONS

Bachelors' degree in occupational safety and health, health science, or related subject AND five or more years of professional experience in occupational safety and health programs. Additional experience can substitute for education on a year for year basis. Possession of certification as a Certified Safety Professional will substitute for the education requirement.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge Of:

- Principles and practices of employee and public safety and occupational health administration including education and training, accident reporting, hazard identification and reporting, self inspection, record keeping, publicity, safety committee / council operation and other services common to employee and public safety, and principles and practices of organization and management.

Skills / Abilities / Competencies:

- Manage, conduct, and coordinate a comprehensive occupational safety and health program for compliance with appropriate occupational safety and health rules, regulations, and guidelines
- Maintain records and coordinate provided reports on accidents and work-related injuries and write summary reports on identified safety hazards.

Safety Program Manager (Safety Officer 3)

Page 3 of 6

- Develop safety plans, disaster plans, emergency responses and evaluation plans / procedures.
- Analyze and explain complex or technical information regarding rules, rights, regulations, policies, procedures, and programs.
- Achieve credibility as an effective problem solver by engaging clients to identify problems, resources, and practical solutions; develop innovative solutions that meet unique client needs; demonstrate commitment to clients by following up with clients to evaluate the effectiveness of solutions implemented.
- Develop, update, and deliver safety training, which accommodates varying learning styles, in various mediums.
- Excellent oral and written communication skills, including the ability to make executive level presentations.
- Strong personal and professional commitment to the highest standards of ethical conduct and leadership.
- Consistently go beyond basic service expectations to help customers implement solutions; solicits feedback to make sure customers are satisfied; and provides progress / status reports to customers.
- Establish and maintain partnerships with state/federal safety personnel to define collaborative needs, anticipate risk, and facilitate consensus to ensure comprehensive safety resources are available and utilized.
- Focus on results and desired outcomes and how best to achieve them; identifies what needs to be done and takes appropriate action before being asked.
- Use Microsoft Office Suite (including word processing, PowerPoint, and Excel) to develop complex documents in support of program objectives.

APPLICATION PROCESS

Individuals interested in applying for this position should submit the following to applicant5@mil.wa.gov or apply on-line at www.career.wa.gov.

1. A current Washington State Application form.
2. Responses to the supplemental questions listed below.
3. A list of at least three employment references which includes your two most recent supervisors and one peer.

Electronic application packets are preferred. Individuals who are not able to submit electronically may submit a hard copy to:

Jennifer Connely, Human Resource Consultant
Camp Murray, Bldg. # 33
Tacoma WA 98430-5006
Voice / Message (253) 512-7522
Fax (253) 512-7808

Name:

**SAFETY OFFICER 3
SUPPLEMENTAL QUESTIONS**

What college degrees, if any, do you hold? Additionally, please indicate on the space provided the discipline for which the degree was granted (e.g. Bachelor's in Health Science).

- ☐ None
- ☐ Some College - Number of credits QTR Semester
- ☐ Associates –
- ☐ Bachelor's Degree –
- ☐ Master's Degree –

Are you a Certified Safety Professional?

- ☐ Yes ☐ No Date of Certification:

Do you have five or more years of professional level experience in occupational safety and health programs?

- ☐ Yes ☐ No

Please check the elements of a safety program you were responsible for / managed.

- ☐ Safety and health training
- ☐ Safety orientation that identifies the organization's safety program
- ☐ Chemical hazard communication
- ☐ Self-inspections to identify, address, and eliminate workplace hazards.
- ☐ Accident reporting and investigation to learn what causes accidents to prevent recurrence.
- ☐ Hazard reporting procedures - a mechanism to identify, report, and eliminate hazardous workplace conditions.
- ☐ Recordkeeping to preserve accident reporting (OSHA Log), training, inspection, safety equipment maintenance, inventories and hazards recognition data for use in the employer accident prevention efforts.
- ☐ Establishing and / or coordinating a safety committee.
- ☐ Developing and / or maintaining safety bulletin boards.
- ☐ Developing and / or updating safety policies and procedures.

Safety Program Manager (Safety Officer 3)

Page 5 of 6

- ☐ Developing safety plans, disaster plans, and / or emergency responses plans.
- ☐ Ensuring compliance with WISHA and other regulatory requirements.
- ☐ Networking with internal and external stakeholders to ensure all efforts are directed toward providing a safe and healthful working environment for employees.
- ☐ Developing safety newsletters / posters.
- ☐ Worker Right-to-Know Program

How many safety programming and facility compliance audits have you conducted?

- ☐ None
- ☐ 1 – 15
- ☐ 16 to 50
- ☐ 51 to 75
- ☐ 76 to 100
- ☐ Above 101

Please briefly describe your experience in the following areas:

Computer Skills:

Excel. Developing and maintaining complex spreadsheets.

Microsoft Word. Developing complex documents utilizing Microsoft Word.

PowerPoint. Developing and / or updating PowerPoint presentations.

Developing, updating and / or conducting safety or related training.

Managing / coordinating a safety committee(s).

What is your philosophy with regards to customer service?

The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.